



LABOR-MANAGEMENT FORUM
RECOMMENDATIONS
REGARDING THE
FEDERAL EMPLOYEE VIEWPOINT
SURVEY 2012 RESULTS

Survey-Related Recommendations

- ❖ Managers and Supervisors should actively encourage employee participation in the employee survey
- ❖ Managers and Supervisors should seek frequent opportunities to tie their discussions and actions back to the employee survey to show the value of survey participation, and to show that management does pay attention to survey results and seek ways of improving the work environment and work experience, which in turn may be reflected in improved employee survey results

EPAP Recommendations

- ❖ Ensure each Employee is involved in the development of their EPAP
- ❖ Provide EPAP training to Employees and Supervisors to improve understanding of what EPAPs should look like and improve everyone's knowledge of the EPAP's role
- ❖ Provide additional training to Supervisors on administration of EPAPs to give EPAPs greater value; train supervisors in how to deal with poor performers
- ❖ The mid-year EPAP review should be conducted at mid-year
- ❖ At mid-year, Managers should make a general announcement that it is time for mid-year review and encourage employees to consider developing, reviewing and/or modifying an IDP

IDP Recommendations

- ❖ Provide IDP training/ guidance to Supervisor and Employees
- ❖ Send out an “All Employee” email to encourage employees to develop and use an IDP; include links to internal HR website to relevant training and guidance on developing and getting the most out of an IDP
- ❖ Supervisors should have frank and open discussions with employees when establishing IDPs to ensure the IDP is realistic in light of travel limits and training budgets

General Recommendations

- ❖ Encourage Supervisors to set aside more time to Supervise, to have frequent informal priority and workload check-ins with employees, to see how employees are doing, to encourage personal and professional development
- ❖ Attendance at “All Employee Meetings” should be *highly encouraged*; meetings should be scheduled during core hours and core days for those on flexible schedules and include call-in capability for teleworkers as appropriate
- ❖ Find opportunities, such as training sessions, to improve feelings of inclusiveness among all Employees
- ❖ Encourage Managers and Supervisors to include Employees in work/project- related decision making processes they might not ordinarily be included in